



## **PA-DE ASLA Chapter Continuing Education/PDH Co-Sponsorship Policy**

The Commonwealth of Pennsylvania and the State of Delaware require registered Landscape Architects to complete a set number of clock hours of continuing education professional development hours (PDH) within each licensure renewal period.

Per Pennsylvania law, one professional development clock hour = 50 minutes of "instruction or participation in an approved course, not including keynote speeches, luncheon speeches or breaks and marketing or product presentations".<sup>1</sup>

Per Delaware law, "for purposes of seminar or classroom continuing education, one CEU shall be no less than 50 minutes of instruction".<sup>2</sup>

Acceptable subject matter for continuing education courses is limited to courses pertaining the enhancement of the Landscape Architect's professional skills. Courses related to office management will not be eligible for continuing education credit.

### **Professional Development Hours**

PA-DE ASLA is pre-approved by the Pennsylvania and Delaware State Board(s) of Landscape Architects as a provider of continuing education courses and is authorized to grant PDHs. However, PDH granted by PA-DE ASLA are only applicable to Pennsylvania and Delaware licensure.

PA-DE ASLA will provide PDH for only the following types of events:

- PA-DE ASLA Chapter Events
  - PA-DE ASLA Conference on Landscape Architecture, etc.
- PA-DE ASLA Section-Hosted Events
  - Delaware, Eastern, Central, and Western Sections

**To apply for or grant Pennsylvania or Delaware PDH, follow the guidelines and process outlined below:**

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<sup>1</sup> "CHAPTER 15. STATE BOARD OF LANDSCAPE ARCHITECTS." Pennsylvania Code. Accessed May 29, 2019. <https://www.pacode.com/secure/data/049/chapter15/chap15toc.html>.

<sup>2</sup> "State of Delaware - Search and Services/Information." TITLE 24 - CHAPTER 2. LANDSCAPE ARCHITECTS. Accessed May 29, 2019. <http://delcode.delaware.gov/title24/c002/>.

- The conference planning committee or the Section Chair must submit a completed application to the Deputy Executive Director (PADEChapterASLA@gmail.com). [SEE ATTACHED]
- Using the information provided, the Deputy Executive Director will format a sign-in sheet and a continuing education certificate for use by the Planning Committee or Section Chair(s).
- The Planning Committee or Section Chair(s) will ensure that all attendees sign the sign-in sheet.
- At the conclusion of the session or event, the Planning Committee or Section Chair(s) will distribute CEU certificates to attendees.
- The complete attendee sign-in sheet MUST be scanned and emailed to PADEChapterASLA@gmail.com as soon as possible after the event so that, per Pennsylvania and Delaware state requirements, attendance records can be kept on file for the required period of time.

### **PA-DE ASLA as a Co-Sponsor with Board-Approved Provider Organizations**

When PA-DE ASLA cosponsors a continuing education course or event with a board-approved provider in good standing, either organization may award certificates of course completion to attendees. A list of attendees must still be maintained by the Chapter. All other criteria and procedures will be followed as outlined in this policy.

*This policy is for reference by PA-DE ASLA Section Chairs, PA-DE ASLA membership, and/or representatives from non-PA-DE ASLA organizations seeking PDH credit. If you have additional questions, please contact the PA-DE ASLA administrative office at PADEChapterASLA@gmail.com or 717-441-6041.*

Adopted July 16, 2019 by the PA-DE ASLA Executive Committee.

## PA-DE ASLA Chapter Continuing Education Credit Application

Please provide the following information for review by the PA-DE ASLA Executive Committee. All information requested below must be provided.

Return completed application to [PADEChapterASLA@gmail.com](mailto:PADEChapterASLA@gmail.com).

Course Title	
Course Date	
Start Time	
End Time	
Location (City/State/Zip)	
Registration URL (or email)	

Course Instructors	<p>Please include the names, credentials, and affiliations of all course instructors.</p> <p>(Example: Cicely Elliott, Affiliate ASLA, PA-DE Chapter of the American Society of Landscape Architects).</p>
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Course Description	Please provide a course description and timed agenda.
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<p>Learning Objectives</p>	<p>Please provide three course learning objectives below.</p> <p>(Registered courses must be planned in response to the learning needs of target audiences and include clear and concise written statements of learning objectives/outcomes. <u>A minimum of three learning objectives/outcomes are required for each course.</u> Learning objectives/outcomes are written statements of what the learner is expected to accomplish as a result of the course. They should be action oriented).</p>
	<p><u>Examples of learning objectives/outcomes:</u></p> <ol style="list-style-type: none"> <li>1. Determine the major functions and components of a green roof.</li> <li>2. Identify the factors that influence costs.</li> <li>3. Utilize an integrated design process in your project for maximum benefit.</li> </ol>
	<p>Objective 1:</p> <p>Objective 2:</p> <p>Objective 3:</p>